



Dartmouth College • Office of Visa and Immigration Services

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I-9 Form Compliance: Non-U.S. Citizen Documentation

This information may prove useful for any department or office responsible for completing I-9 forms for any newly hired employee, and/or re-verification of the I-9 form for any non-U.S. citizen who extends his or her work authorization in the U.S. Please also review the information of I-9 completion available at:

<http://www.uscis.gov/i-9>

I-9 Form:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=31b3ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

I-9 Handbook:

Click on above link, and then click on the link on the right-hand top corner of the page for the M-274, "Handbook for Employers"

Below is a clarification of possible employment authorization documentation that might be presented by a non-U.S. citizen to an employer in order to comply with I-9 employment verification requirements. Once the College signs up for E-Verify (planned for fall 2008), we will have to take photocopies of any U.S. permanent resident card, and any temporary work card, presented by an employee, and attach that copy to the I-9 form. No other copies should be taken, or kept.

Employers may not give employees specific guidance as to what documents to present. This list is by no means exhaustive.

Student in F-1 status:

- List B: photo ID (School ID will work) **AND**
- List C: If a valid student at your institution: I-94 card indicating F-1 D/S status, and valid I-20 form issued by Dartmouth College
- List C: If **not** a current student at your institution, I-94 card indicating "F-1 D/S" **AND**,
EITHER:
 - an I-20 form endorsed for Curricular Practical Training (CPT) at your institution**OR**
 - A letter from the DSO or PDSO at the sending school authorizing on campus work at an off-campus location (your institution).

Student on F-1 OPT (work authorization from home University):

- **List A:** an employment authorization card with valid dates

Student in J-1 status:

- List B: photo ID (Dartmouth ID will work)
- List C: If a current student at your institution, unexpired foreign passport with attached I-94 card indicating J-1 D/S status, and valid DS-2019 form issued by Dartmouth College. The student must also show a letter from the Office of Visa and Immigration Services authorizing the on-

campus employment; and the student must show a valid unexpired DS-2019 form from your institution **OR**

- List C: If **not** a not a current student at your institution, I-94 card indicating “J-1 D/S”, **AND** a valid unexpired DS-2019 form endorsed for Academic Training (AT) for specific employment at your institution, for specific dates, **AND** a letter from the sponsoring institution confirming the employment.

Visiting specialist, scholar or faculty in J-1 status:

- List B: photo ID (Dartmouth ID will work)
- List C: I-94 card indicating J-1 D/S status, and valid DS-2019 form issued by Dartmouth College
- I-94 card indicating “J-1 D/S”; a valid, unexpired DS-2019 form, if the J-1 is sponsored by your institution **OR**
- List C: If sponsored by another institution, I-94 card indicating “J-1 D/S”, a letter from the sponsoring institution authorizing the specific employment with your institution **AND** show a valid, unexpired DS-2019 form

Scholar, Faculty or Staff in H-1B status:

- List A: passport from home country **AND**
- List A: I-94 card showing “H-1B” with an end date into the future. The back of the I-94 card must have Dartmouth College listed as the employer,

Scholar, Faculty or Staff in H-1B status with extension petition pending:

- List A: passport from home country **AND**
- List A: I-94 card showing “H-1B” with an end date that may be in the past, with Dartmouth College listed as the employer on the reverse, **AND**
- a memo from the Ofc. Of Visa & Immigration Svcs (OVIS) citing that he or she is employable under pending extension regulations, and a copy of an immigration receipt notice for a College-sponsored pending I-129 petition

Scholar, Faculty or Staff in H-1B status with portability petition pending:

- List A: passport from home country **AND**
- List A: I-94 card showing “H-1B” with an end date that may be in the past, with Dartmouth College listed as the employer on the reverse, **AND**
- a memo from OVIS citing that he or she is employable under portability provisions of AC 21, and a copy of an immigration receipt notice for a College-sponsored pending I-129 petition

Scholar, Faculty or Staff in O-1 status:

- List A: passport from home country **AND**
- List A: I-94 card showing “O-1” with an end date into the future. The back of the I-94 card must have Dartmouth College listed as the employer,

Scholar, Faculty or Staff in TN status:

- List A: passport from home country **AND**
- List A: I-94 card showing “TN” with an end date into the future. The back of the card must have Dartmouth College listed as the employer.

Scholar, Faculty or Staff in J-2 status with work authorization:

- List A: Valid employment authorization document

Student, scholar, faculty or staff with a pending “green card” (U.S. permanent residency):

- List A: Valid employment authorization document

OR

- List A: Valid, unexpired I-551 stamp in passport

Notes:

- Any non-U.S. citizen who does not have U.S. permanent residency must check the third box in Section 1 that indicates that he or she is “an alien authorized to work until...”, and add their work authorization end date. This end date is **NOT** the date their visa expires.
- If the person extends their stay in the U.S. by filing paperwork with OVIS, or directly with the Department of Homeland Security, their I-9 form must be re-verified by the original expiration date listed on the form in Section 1. The person may present different documents in order to satisfy the requirements of section 2, however.
- As a reminder, Section 1 of the I-9 form must be completed by the employee no later than the date he or she begins work for your institution. Section 2 completion is required within three business days of the date employment begins.
- You may assist the employee in completing Section 1, but if you do, you must complete and sign the translator / preparer’s section following section 1.

Please contact Robin Catmur (robin.v.catmur@dartmouth.edu), Office of Visa & Immigration Services, if you have any questions.